



STATE COASTAL CONSERVANCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE COASTAL CONSERVANCY	RELEASE DATE:	Thursday, May 13, 2010
POSITION TITLE:	Deputy Executive Officer	FINAL FILING DATE:	Wednesday, May 26, 2010 or until filled
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	05132010_2

POSITION DESCRIPTION

Under the general direction of the Executive Officer of the State Coastal Conservancy, the Deputy Director for Budget and Finance is responsible for the following duties and functions:

Strategic Fiscal Control and Capital Outlay Planning: Direction and oversight of all agency fiscal matters regarding capital outlay and support budgets. Responsible for overseeing tracking and reporting of bond and other fund balances, re-appropriation requests, budget change proposals, and coordinating responses to project audits. Provide direction and oversight of preparation of financial needs statements, five-year capital planning documents, and bond needs planning.

External Representation of the Conservancy Program: Principal liaison on fiscal procedural and policy matters with external control and oversight agencies, including The Resources Agency, Department of Finance, Department of General Services, State Controller, Legislative Analyst, Legislative Budget Committees, Legislative Audit Committee, etc. With the Executive Officer and Deputy Director for Program Planning, present agency program at legislative budget hearings and respond to associated inquiries. Provide direction and oversight of responses to Supplemental Budget Reports. Represent agency at a variety of interagency coordination events related to fiscal matters.

Control of Current Financial Operations: Oversee procedures for control of all internal financial planning and expenditures, including both capital outlay and operations functions. Provide policy direction and oversight of all internal fiscal control systems and agency operations.

Agency Policy Development and Implementation: Interface with Executive Officer, Deputy Director for Program Planning, and Chief Counsel to ensure effective implementation of Conservancy Board directives in accordance with established State procedural requirements. Develop legislative proposals necessary for effective administrative management and fiscal planning and control, present such proposals to Administration and Legislative officials, and respond to legislative proposals of others.

Strategic Plan Update and Progress Reports: Prepare annual Strategic Plan 2007 updates for the Conservancy Board, and work the management team to prepare an updated strategic plan for Board adoption in 2012.

Oversight of Public Information and of Management Information System: Policy direction and control of all data collection and processing, including databases

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Must demonstrate the ability to perform high administrative, budgetary, and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; budgetary planning; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; direct and oversee agency fiscal matters including tracking and reporting expenditures, preparing budget change proposals, projecting future funding needs, and representing the agency's fiscal matters to external control and oversight agencies; analyze administrative and fiscal policies, organization, procedures and practices; organize and integrate input from all programs to prepare an undated strategic plan; gain the confidence and support of top level administrators and advise them on a wide range of budgetary, financial and administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare

and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies and budgetary processes (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiatives at all levels, and use sound judgment in managing complex and varied programs. 2. Demonstrated knowledge and effectiveness in implementing initiatives and policies. 3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance. 4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures particularly the Coastal Act of 1976 as amended, the McAteer Petris Act, the CA Ocean Protection Act, and the Coastal Zone Management Act. 5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, staff of external control and oversight agencies, and from other public and private organizations. 6. Demonstrated knowledge of Coastal Conservancy programs, procedures, statute, plans, and regulatory environment. 7. Good understanding of IT principles and practices; familiarity with spreadsheet and word processing software. 8. Undergraduate or graduate degree in public administration, business administration, or related field a plus.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer**, with the **STATE COASTAL CONSERVANCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of applications and SOQ's to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates in June 2010. The position is currently filled, but a vacancy and new hire is expected to occur prior to the end of 2010. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Executive Officer, CEA 1.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

MINIMUM QUALIFICATIONS: Applicants must meet the following minimum qualifications by the final filing date:

Either I Must be a State civil service employee with permanent civil service status. Or II Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990. Or III Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COASTAL CONSERVANCY, Executive
1330 Broadway Suite 1300, Oakland, CA 94612
Cindy Martin | 510 286 4340 | cmartin@scc.ca.gov

ADDITIONAL INFORMATION

All applicants must submit a completed Standard State Application (Form 678) and Statement of Qualifications (SOQ) postmarked no later than the final filing date to:

State Coastal Conservancy Human Resources Department Attention: Cindy Martin 1330 Broadway Suite 1300 Oakland, CA 94612-2530

Applications may be obtained from the State Personnel Board's web site at: <http://www.spb.ca.gov>. Applications submitted without a SOQ may be eliminated from this examination process. The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COASTAL CONSERVANCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>